

ACTION LOG April 24
Meeting

Full Council Action Log

	Subject	Action	Update	who	done
31.5.22	Pavillion	Purchase defibrilator for children and adults	Non in stock and not taking anymore orders	LE	
	Consessions	To investigate Consession prices NCC		WM	
	Benches	2 x Traditional Benches to be placed at Bluebell Pond	1 has been done the other one will be done shortly	WM	
	Cemetery		Await Bore Hole to be done	BW/WM	

Development & Amenities Action Log

08.11.22	Coronation	Lettering to be ordered for MEMORIAL ARCH	This is waiting to be installed and lettering ordered	WM	
10.1.23	New Grounds Vehicle	Proposal to be put together Re Vehicle	Grounds work scheule to be completed	BW/DG/WM	
	Trackside Signs	2 x Dogs must be kept on leads 1 x enter at own risk	New signs to be purchased	WM	
	Accessibility Assessment	Find Company to undertake AA once office move has taken place		WM	
	Memorial Park Access	Install Dropped Curb	This has been sent to planning	WM	
19.9.23	Memorial Bench's	Ammend application form. Add Plaques, remove Heritage Benches	This is being done	WM	
	Cemetery	Ask ICCM for help with design of new cemetery	referred to Julie Dunk @ICCM	WM	
	D Day	Investigate NW & D DAY (Mary Seward etc)	Clerk working with RBL	BH	
	Wires Across Market Place	Survey of Buildings and Quotes to be gathered	To contact Surveyor	WM	
	Uplighting of Market Cross	Investigate issues relating to instillaton(Heitage Team / Historic England)	Quotes received	WM/MG	
	Benches - Community Shop	Deffered from FC	These will be placed at cedar house	DG	
	Cherry Picker	Daniel to investigate Training and risks	Qutes received		

Media & Information Action Log

7.11.22	Wooden Events Board	Further information to be gathered	The Clerk to discuss with other councils	WM	
10.10.22	Pop Up Market Stall	Information Sheet	Being updated	BW	
	Noticeboard launch	Prepare press release	New Launch to be Discussed	BW/MG	
	Markets Promotion	Investigate Flyer Distribution Companies	Completed	WM/BW	
11.7.23	Markets Flyer	Design Markets Flyer (To Cover all Markets)	Completed	WM/BW	
	NNDC Involvement	Speak to Felix Brueggemann Re involvement in TC Events	The Clerk to make contact	WM	
17.10.23	Publicity Brochures	Photograhs & Details to be updated			
	Publicity Brochures	Distribution costs to be sought, photographs and information to be updated			
	Cedars	Press release re Move to be written	Awaiting move details		
	Electronic Noticeboards	Licensing agreement to be put in place for Pheonix buyilding	with Clerk	WM	
	Website	Website improvements to be made to improve accessability	Clerk will investigate	WM	

Markets Action Log

Personal Action Log

12.9.23	Handbook	Investigate content	The Clerk to look into this	WM	
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CLERKS REPORT FOR COUNCIL MEETING 26.03.24

	Description	Comments
Fountain		This is going to be cleaned and the fountain turned on.
De Fib's		These are going to be registered with the circuit.
CCTV		This will need to be at Cedar House
Silver Birch Tree	Plaque	This is waiting to be installed
Memorial Arch	Wording	This will be installed and wording to be agreed.
Training		The clerk has control of all training completed.
Dog Bins	Hornbeam Estate	The Clerk and Cllr Shires to look at areas on the Estate where the Bin can go
Skate Park		The clerk is looking into the cleaning of this.
Skate Park	Drainage	Gravity are coming out in April to undertake various maintenance and repairs.
See Saw	Childrens park	This will be replaced under warranty.
Rocking Horse		This is being repaired and can be re-installed

Important Information

Premium Breakdown

	(£)
Premium excl. IPT:	1,477.81
IPT:	177.34
Admin Fee:	60.00
Total:	£1,715.15

Please note this policy is renewable.

Your Requirements

Our understanding of your insurance requirements is based on the information you have provided to us, as outlined below:

Comprehensive insurance cover for your fleet of vehicles

Please let us know if you think we have not understood your requirements correctly.

Our Proposal

We're proposing cover with MS Amlin Insurance SE, due to the reason(s) below:

It meets your requirements as we understand them.

Market Selection

Sourcing

You should be aware that in sourcing business with The Insurer, that we have acted as your agent.

Placement

You should be aware that in placing business with The Insurer, that we have acted as your agent. We carried out a fair analysis of the market, comparing a sufficiently large range of insurance products available in the market. We will use an intermediary (another broker) to help us find you the right insurance. In this instance, we have found an insurance product through another broker and will place the business with them for you.

Claims

You should be aware that in the event of a claim, we will act as your agent.

Our Remuneration

We charge a policy administration fee in respect of this policy which we have detailed. In addition, the insurers will pay us commission, which is a percentage of their premium net of Insurance Premium Tax at the current rate.

Invoice

Invoice Number:	LC002843
Invoice Date:	29/02/2024
Policyholder Name:	North Walsham Town Council
Policyholder Address:	18 Kings Arms Street North Walsham Norfolk NR28 9JX
Policy Number:	LC002843
Policy Type:	Local Councils
Effective Date:	01/04/2024
Description:	Local Councils Insurance Renewal
Premium:	£3,940.17
Insurance Premium Tax:	£472.82
Administration Fee:	£45.00
Total Premium Due:	£4,457.99
Terms of Payment:	In advance of your renewal date 01/04/2024

How To Make Payment:

Credit/Debit Card:	Please call Clear Councils on 0330 013 0036 and have your card details ready.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Paying for Your Policy

Credit/Debit Card:	Please access our online Clear Self Service Portal* or call Clear on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note Clear is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Close Brothers Premium Finance (CBPF). Clear Insurance Management Limited is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Close Brothers Premium Finance (CBPF)
Loan Amount	£4,457.99
Interest Amount (6.75%)	£354.41
10 Monthly Instalments of	£481.24
Total Payable	£4,812.40
APR	20.77%
Instalment Term	10 Months
Policy Term	12 Months

The above table shows the premium which would be financed by Close Brothers Premium Finance, at a charge of 7.95% (Typical 20.77% APR variable).

The policy term is 2 months longer than the instalment plan. Financing the premium at £4,812.40 means the overall cost will be more expensive than making a single payment of £4,457.99, the additional cost amounts to £354.41

Please refer to the enclosed Premium Finance Information Sheet for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours Sincerely

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk

North Walsham Town Council

DRAFTPAYMENTS LIST 435 TO 600

Voucher	Cheque	Name	Description	Amount
435		Anglia Technology	CCTV	555.29
436		Amazon	Stationery	11.99
		<i>A4 books</i>		
437		Amazon	Stationery	14.95
		<i>ID Badges</i>		
438		Amazon	Stationery	87.36
		<i>Binding Machine, Diary, Wall Planner, Sticky dots, binding covers</i>		
439		Ben Burgess	Vehicles	81.40
		<i>Filter Kit, x 2 washers</i>		
440	FC 28.2.23 iter	Cozens (UK) Ltd	Electricity	5,994.00
		<i>Streetlighting in Cross Keys Yard</i>		
		<i>Part of HAZ project agreed at FC 28.2.23 item 7.3</i>		
441	FC 28.2.23 iter	Cozens (UK) Ltd	Electricity	6,576.00
		<i>Streetlighting in Bank Loke</i>		
		<i>Part of HAZ project agreed at FC 28.2.23 item 7.3</i>		
442		Red 5 Network	Broadband	35.94
		<i>Broadband February</i>		
443		SLCC	Equipment	220.65
		<i>Item 2 - Postage (VAT applicable)</i>		
		<i>Speed reads (meetings), Minute Taking, 13ed Local Council Administration Book,</i>		
		<i>The Clerks Manual 2023 + delivery charge</i>		
444	Finance 29.1.2	Various	Grant	400.00
		<i>North Walsham Big Bash</i>		
		<i>Finance 29.1.24</i>		
445		Norfolk Pension Fund	Salary	5,506.17
446		HMRC	Salary	4,669.88
447		Various	Salary	14,085.27
448		ERROR	ERROR	126.70
		<i>Error Payment - immediately returned</i>		
449		ERROR	ERROR	-126.70
		<i>Error Payment - immediately returned</i>		
450		Cash	Postage	14.70
		<i>Postage</i>		
451		Cash	Milk/Tea/coffee etc.	9.98
		<i>Tea, Coffee & Sugar</i>		
452		Cash	Stationery	1.60
		<i>Index Markers</i>		
453		SDS Autocentre	Vehicles	58.60
		<i>MOT GV12GXH</i>		
454		Nick Hindle Stonemasons	Memorial	270.00
		<i>Remove & Clean Memorial, renovate concrete beds, drill out old dowel pins and fit new. Renovate existing inscription. Relay new foundation slab and level. Rebuild memorial.</i>		
455		Cozens (UK) Ltd	Electricity	30.00
		<i>February usage</i>		
456		Anglian Electrical Contractors Ltd	Maintenance	59.33
		<i>Supply and fit replacement cooker control unit</i>		
457		Dial 9 Comms Ltd	Phone	105.56
		<i>Subscription March, mins Feb</i>		
458		Office Flow	Photocopier	23.94
		<i>Subscription March, mins Feb</i>		
459		Anglia Technology	CCTV	555.29
		<i>CCTV March</i>		
460		Ernest Doe	Equipment	270.00
		<i>STIHL BGA86 Battery Blower - Requested by Head Groundsman 02/02/2024, agreed with Town Clerk</i>		
461		Ernest Doe	Equipment	19.99
		<i>Seed with rye</i>		
462	102685	OVERWRITE	OVERWRITE	90.00
463	FC 27.2.24 iter	Hansells Solicitors	Legal	600.00
		<i>Legal fee's for new lease of Cedar House</i>		
464	Personnel/Del	Hansells Solicitors	Legal	1,200.00
		<i>Legal Fees relating to employment issue</i>		

North Walsham Town Council
DRAFTPAYMENTS LIST 435 TO 600

Voucher	Cheque	Name	Description	Amount
465		Westcotec	Miscellaneous	3,982.80
		<i>SAM2 Payment - To be reimbursed by NNDC</i>		
466		Amazon	Stationery	7.56
		<i>Silver round stickers for authorising of pensions</i>		
467		Fuel Genie	Fuel	149.80
		<i>Fuel for February</i>		
468		Norfolk County Council	Street Feast	40.55
		<i>Street Feast Road Closure June</i>		
469		Norfolk County Council	Street Feast	40.55
		<i>Street feast road closure - July</i>		
470		Norfolk County Council	Street Feast	40.55
		<i>Street feast road closure August</i>		
471		Norfolk County Council	Street Feast	40.55
		<i>Street Feast road closure September</i>		
472		Just Regional	Advertising	234.00
473		Red 5 Network	Broadband	35.94
		<i>March broadband</i>		
TOTAL				46,120.19

North Walsham Town Council

DRAFTRECEIPTS LIST 386 TO 600

Voucher	Ref	Name	Description	Amount
386		Lillys Boutique	Market tolls	57.90
		<i>Overpayment of 0.30 will be applied to next invoice</i>		
387		Youngs, S	Market tolls	49.92
388		Wool & Fabric	Market tolls	76.80
389		Redfields Fruit & Veg	Market tolls	144.00
390		Redfields Fruit & Veg	Market tolls	115.20
391		Elite Plants	Market tolls	230.40
392		North Walsham Community Shop	Grant	500.00
		<i>Refund of unused grant - see payment 406 (2nd Feb 2018)</i>		
		<i>Was on 9.S137 however cost code no longer exists</i>		
393		Coif	Interest	155.75
394	Scanned	Abbey Memorials	Memorial	81.00
395		Bank	Interest	532.41
396		Buttercream Bakes	Market tolls	57.60
		<i>Overpaid by £9.60 due to invoicing error</i>		
397		Redfields Fruit & Veg	Market tolls	115.20
398		Abbey Memorials	Memorial	62.00
399		Poppies Nursery	Rental	420.00
400		Wool & Fabric	Market tolls	61.44
401		Carmichael Fishmongers	Market tolls	145.92
		<i>Overpaid by £24.32</i>		
402		Hannah Wood	Allotments	15.00
403		Mandy's Deals	Market tolls	65.28
404		Nick Hindle Stonemasons	Memorial	127.00
405	102685	Sunday Market	Sunday Market	90.00
		<i>Sunday Market Tolls</i>		
406		Nick Hindle Stonemasons	Memorial	62.00
407		Scrumptious Home Bakes	Market tolls	12.00
408		Double Q	Market tolls	213.66
409		Elite Plants	Market tolls	57.60
410		Owies Black Piggy Porkers	Market tolls	70.40
411		Owies Black Piggy Porkers	Market tolls	88.00
412		Owies Black Piggy Porkers	Market tolls	70.40
413		Lillys Boutique	Market tolls	71.70
414		J Stanmore (Cards)	Market tolls	92.16
415		Candy K Creates	Market tolls	24.00
416		Bee Sweet	Market tolls	12.00
TOTAL				3,876.74

Groundsman Report

r.e. The late Mrs Margaret Francis burial

An issue has occurred following incorrect information provided by the funeral director (Murrel Cork) on the Town Council's Application for Interment form. This has resulted in an incorrect grave space being selected and excavated.

The funeral director, family and mourners arrived at the Chapel Cemetery for the burial on Tuesday 19th March at 12:15. It soon became apparent that the new grave plot prepared was incorrect, and should have been a re-opened grave of the previously deceased husband Mr Gerald Francis.

I spoke with the funeral director and the family to reassure them that the correct plot could be prepared in an hour for the Interment to take place. The family were understanding, and a new burial time of 14:30 was agreed.

Once the family had left the cemetery, grounds staff commenced work to dig and dress the new grave, and backfill the existing open plot. Grounds staff worked through our lunch break to achieve this in the given time frame, which had a knock on effect to the days planned work.

The funeral went ahead as arranged at 14:30 and the funeral director has accepted full responsibility for this error. I believe Chris Cork will be writing to the family to apologise.

Burials are the most emotionally and time sensitive service that the Town Council provide, and our grounds staff take great pride in delivering this with respect, professionalism and accuracy every time.

This error in the initial application form could have possibly been recognised and rectified prior to the day of the funeral with experienced and diligent processing, as the application did have the re-open name filled in, but a new single grave was indicated. Grounds staff have recently been working from a copy of the incomplete and unprocessed application form rather than our usual complete and concise "Groundsmans Instructions" generated through the Epitaph software. I was agreeable to this as an interim measure whilst changes were taking place in our office, but I have on several occasions expressed my concerns about working from the unprocessed form due to the likelihood of error.

Whilst this issue was resolved amicably on the day, and it wasn't necessarily our fault, it was highly embarrassing for this to happen at a funeral service, and a first in my experience.

Daniel Gilbert

20/3/24